

NATIONAL HERITAGE BOARD (NHB) INTERNSHIP

No	Institution /Division	Assignment Title	Job Scope & Duties	Requirements	Internship Duration (months)	No. of interns Required
1	Asian Civilisations Museum	Audience (Programmes)	<ul style="list-style-type: none"> • Assist to identify potential communities and/or individuals for engagement, with consideration of improving the museum ecosystem • Assist to conceptualise and execute monthly programmes (onsite and/or online) with a team of programmers. You will be expected to work on weekends when there is a programme happening at the museum. • Liaise, coordinate, and collaborate with internal and external stakeholders. Including key partners, community leaders, educational institutions, government agencies, private sector organisations, and all other teams at ACM • Any other duties assigned by supervisor. 	Undergraduate	2	1
2	Asian Civilisations Museum	Digital, Marketing & Comms Intern	<ul style="list-style-type: none"> • Assist to create social media content not limited to designing, copywriting with consideration to the ACM and Peranakan Museum brand guidelines • Assist to plan the museums' social media content calendars • Suggest content related to the museums' collections that will attract, appeal and educate the youths • Liaise, coordinate, and collaborate with internal and external stakeholders. Including key partners, marketing and PR agencies, and all other teams at ACM • Any other duties assigned by supervisor. 	Undergraduate	2	1

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3	Asian Civilisations Museum	Exhibitions Intern	<ul style="list-style-type: none"> • Work closely with a team of exhibition technical services officers to understudy and learn specialist mounting design and production as well as planning works for galleries and exhibitions, to display artefacts in line with conservation and safety guidelines. • Provide regular gallery maintenance including conservation cleaning of artefacts on display, maintenance of showcases, lighting and interactives, security of gallery displays, as well as environmental and pest controls. • Work with a team of exhibition technical services officers and managers, as well as project partners and contractors to ensure successful and timely delivery of all works. • Work closely with a team of exhibition technical services officers to understudy and expose to exhibitio and gallery design as well as planning works for galleries and exhibitions. • Administrative support to the Exhibitions Services unit where necessary including procurement of goods and services, housekeeping, management of exhibition-related supplies, equipment etc. • Provide basic computer drafting and visuals for gallery space and artefact display where necessary <p>(Relevant to students who have exposure to lighting design) (eg, Theatre Production & Management, Nitec in Electrical Technology (Lighting and Sound), Higher Nitec in Performance Production etc students)</p> <ul style="list-style-type: none"> • Work closely with a team of exhibition technical services officers to understudy and learn specialist lighting design and production as well as planning works for galleries and exhibitions, to display artefacts in line with conservation and safety guidelines. 	<ul style="list-style-type: none"> •Meticulous and attentive to details with regard to technical drawings, environmental conditions and installation processes. •Interest in art, design, and history; sensitivity to historical artefacts and familiarity with museum environment conditions. •Efficient, organised, highly motivated with the ability to multi-task in a fast-paced environment. •Flexible and creative thinker with good communication skills, and problem solver with capacity for hard work •Ability to produce basic computer drawings and visuals with CAD and 3D rendering software will be added advantage. •Must be comfortable with working on a ladder. •Experience and knowledge in mount-making, product design and/or 3D product making will be an added advantage <p>(Relevant to students who have exposure to lighting design) (eg, Theatre Production & Management, Nitec in Electrical Technology (Lighting and Sound), Higher Nitec in Performance Production etc students)</p> <ul style="list-style-type: none"> • Experience and knowledge in the use 	3	3
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				<p>of different types of lighting to complement a variety of displays or events</p> <ul style="list-style-type: none">• Must be comfortable with heights and working on a ladder. License to operate a cherry picker lift/MEWP/scissor lift will be an added advantage.		
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